



GLoucestershire CAve RESCUE GRouP

Completing the Members Update Form

The Membership Form should be completed electronically and returned via email.

It is a PDF Form and as such text can be entered directly in the form fields. Options can be selected via keyboard, mouse, touch pad or touch screen. On keyboards the tab key can be used to move between fields.

It is essential that the form is completed fully and correctly - do not use phrases such as "see above" or "as home address" anywhere. Every answer is important; Yes, No, 0 or 100 are all good as they will truly reflect the overall skill level within the Group.

When the form is complete please save it to a new file name and include your actual name as part of it. The form should then be returned via email to info@gcrg.org.uk. A copy MUST be kept by you for future reference.

The following operating systems and methods of completing the form have been tested.

- MS Windows

Data can be entered directly into the form if it is opened in a browser window (Firefox, Chrome or MS Edge). When it is fully filled in, save it and return it as directed above. On Chrome choose "Download -> With your changes" to save the completed form.

Various Portable Apps (<https://portableapps.com>) such as Sumatra and PDF-XchangeEditor can also be used.

- Linux

Firefox and Chrome browsers can be used in the same way as under MS Windows.

- Android

Open the Google Drive app and upload the blank form to your Google Drive. From within the Google Drive app, open the PDF file and complete, save and return it as directed above.

- Apple iOS

If you have a Google account and Google Drive installed then it can be completed in the same way as on an Android device. Otherwise a suitable PDF application may be needed. Adobe Acrobat Reader works (skip or cancel the prompts to login and purchase premium features on first use and it will leave just the free Reader version). Use this to open the PDF file and complete, save and return it as directed above.